Functional Category: Fleet Management

Vendor Response Codes:

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	Fleet Management General Requirements					
FM 1.00	System must be capable of interfacing with other systems such as automated fuel distribution. (I.e., fuel man)					
FM 2.00	System interfaces with GPS systems					
FM 2.00	Fleet module is integrated with all relevant modules including but not limited to budget control, purchasing, asset management, cost accounting, inventory, human resources, accounts receivable, accounts payable and general ledger modules.					
FM 3.00	The system must contain an inquiry function that provides the ability to easily access equipment and parts records, work orders, operations costs transactions, and the codes used by the system.					
FM 4.00	System provides the ability to set-up user defined cost category codes and descriptions for reporting purposes. (e.g., fuel, parts, lubricants, etc.).					
FM 5.00	System provides the ability to define an unlimited number of transaction codes used to identify the type of activity performed on each vehicle.					
	FLEET ADMINISTRATION					
FM 6.00	System provides the ability to view transaction history for a vehicle or equipment number on-line. The transaction history must include:					
FM 6.01	transaction date					
FM 6.02	transaction code and description					
FM 6.03	procedure (job or repair type)					
FM 6.03	usage in hours					
FM 6.04	usage in miles					
FM 6.05	work order number					
FM 6.06	number of units					
FM 6.07	unit cost					
FM 6.08	total cost for each transaction					
FM 6.09	vendor					
FM 6.10	vehicle operator					
FM 6.11	maintenance code					
FM 7.00	System provides the ability to manually enter transactions and receive transaction data through updates from completed work orders.					

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FM 8.00	System provides comparative data on performance of each vehicle for maintenance and fuel usage with other vehicles in its class.					
FM 9.00	System provides the ability to view on-line, as well as in reports, monthly, fiscal year-to-date, and life-to-date information. This information must include maintenance costs, fuel costs, fuel consumption, miles/hour per gallon, hundreds of miles/quart of oil, and total miles driven.					
FM 9.01	System provides the ability to view on-line, as well as in reports, monthly, fiscal year-to-date, and life-to-date information. This information must include:					
FM 9.02	maintenance costs					
FM 9.03	fuel costs					
FM 9.04	fuel consumption					
FM 9.05	miles/hour per gallon					
FM 9.06	hundreds of miles/quart of oil					
FM 9.07	total miles driven.					
FM 10.00	System provides the ability to track all warranties information for each piece of equipment.					
FM 11.00	System reports maintenance costs by any element of the chart of accounts.					
FM 12.00	The system must be able to record transfers between departments.					
FM 13.00	There must be on-line search capabilities by:					
FM 13.01	license number					
FM 13.02	serial number					
FM 13.03	department number					
FM 13.04	location					
FM 13.05	asset number					
FM 13.06	last four (4) digits of vehicle identification number					
FM 13.07	class code range					
FM 13.08	other user-defined fields					
	MAINTENANCE					
FM 14.00	System provides the ability to schedule preventative maintenance procedures for vehicles.					
FM 15.00	System generates a listing of equipment that is due for maintenance.					

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FM 16.00	System provides the ability to electronically notify a department contacts, including the vehicle operator and vehicle operator's supervisor, when vehicles are due or past due for preventative maintenance.					
FM 17.00	System provides the ability to define and view repair codes.					
FM 18.00	System provides for the use of employee rate, shop rate, and skill rate.					
FM 19.00	System maintains repair histories for both in-house and vendor repairs.					
FM 20.00	System provides the ability to assign work based on skill set and level of mechanic.					
FM 21.00	System must provide the ability to provide for the on-line entry and validation of job tickets.					
FM 22.00	System must provide the ability to track repeat repairs.					
FM 23.00	System must provide the ability to inquire on mechanics remarks, type of repair requested, parts and labor costs.					
FM 24.00	System provides for the automatic or delayed printing of repair tickets.					
FM 25.00	System must generate a maintenance due list (State Inspection, emissions, and technical service bulletin) by department and date.					
FM 26.00	System provides the ability to notify via e-mail appropriate individuals responsible for state inspections.					
FM 27.00	System must track and identify vehicles due for preventative maintenance.					
FM 28.00	Maintenance frequency must be supported for time, miles/hours, fuel consumed, or any combination of all three.					
FM 29.00	System will automatically update the next maintenance due date without any manual intervention based upon user-specified maintenance frequency.					
FM 30.00	System automatically notifies vehicle operator, and vehicle operator's supervisor of next maintenance due date					
FM 31.00	System provides individual maintenance scheduling for each equipment component must be supported so that differences due to age, usage, and manufacturer are accounted for.					

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FM 32.00	System provides the capability to schedule unlimited maintenance activities per piece of equipment.					
FM 33.00	System provides the ability to update preventative maintenance schedules based on miles and time.					
FM 34.00	System generates shop averages/for each repair type by vehicle class for all mechanics, or by mechanic.					
FM 35.00	System reports costs (work and parts) for scheduled, unscheduled, road calls, and accident maintenance.					
FM 36.00	System tracks the warranty associated with each piece of equipment.					
FM 37.00	System indicates if the equipment is under warranty based upon the purchase date and warranty duration					
FM 38.00	System provides a facility for users to accept or reject work.					
	FUEL INVENTORY					
FM 39.00	System provides the ability to calculate updates to vehicle cost per mile based on fueling entries.					
FM 40.00	System provides the ability to track fuel delivered to or used from each the following:					
FM 40.01	tank					
FM 40.02	dispensed from each pump					
FM 40.03	purchased on the road					
FM 41.00	System provides the ability to interface with the billing system to bill customers for fuel purchases.					
FM 42.00	System provides the ability interface to inventory to obtain fuel costs.					
FM 43.00	System provides the ability to update the odometer reading and date fuel purchased on equipment master record.					
	LABOR MANAGEMENT					
FM 44.00	System tracks both direct and indirect labor for each piece of equipment.					
FM 45.00	System has the ability to capture all labor transactions real-time as the mechanic logs on and off of repairs.					
FM 46.00	System provides the capability to view on-line work in progress, as well as all work completed that day.					
FM 47.00	System provides the capability to bill labor by repair type:					

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FM 47.01	actual labor cost					
FM 47.02	actual and/or flat rate (hours or dollars)					
FM 48.00	System produces shop labor averages by repair type and individual mechanic.					
FM 49.00	System provides efficiency information which measures how a mechanic's performance compares with a user-defined standard.					
FM 50.00	Management reports include an accountability report that details all direct and indirect work by a mechanic for any defined period.					
FM 51.00	System provides optional report selection criteria to restrict the data by shop, equipment (including communication equipment), or by repair code (or any combination of these factors).					
	DOWNTIME AND UNIT AVAILABILITY TRACKING					
FM 52.00	System provides the ability to record downtime, showing user-defined reason for downtime (down for maintenance, down for parts, management).					
FM 53.00	System provides the ability to track actual hours worked versus actual downtime for the work order and unit.					
FM 54.00	System provides the ability to track downtime from the time vehicle is delivered for repair until the time the customer is notified of completion of the repair/maintenance.					
FM 55.00	System provides a means to stop and re-start downtime if a vehicle is worked on, then released, them brought back into the shop and worked on again on the same work order.					
FM 56.00	System provides downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by:					
FM 56.01	Equipment					

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
FM 56.02	Class of equipment					
FM 56.03	Work order number					
FM 56.04	Work Order Type					
FM 56.04	Department/division					
FM 57.00	The system must calculate downtime by vehicle class, group (i.e., same make and model) and individual based on user-established parameters.					
FM 58.00	System must be capable of allocating vehicle operating cost to projects and overhead and maintain a record of the reimbursements to the vehicle expenditure account.					
FM 59.00	System identifies vehicles assigned to individuals for tax purposes.					
FM 60.00	Vehicle record includes information pertaining to the assigned fleet credit card (i.e., fuelman card)					
FM 61.00	System must provide for the disposition of vehicles.					
FM 62.00	System provides a mechanism to red flag repairs caused by the negligence of others (i.e. traffic accidents, vandalism, exc.) The party determined at fault are billed for these repairs.					